## Colorado Department of Revenue, January 2014 Instructions for Retail Marijuana Excise Tax Return



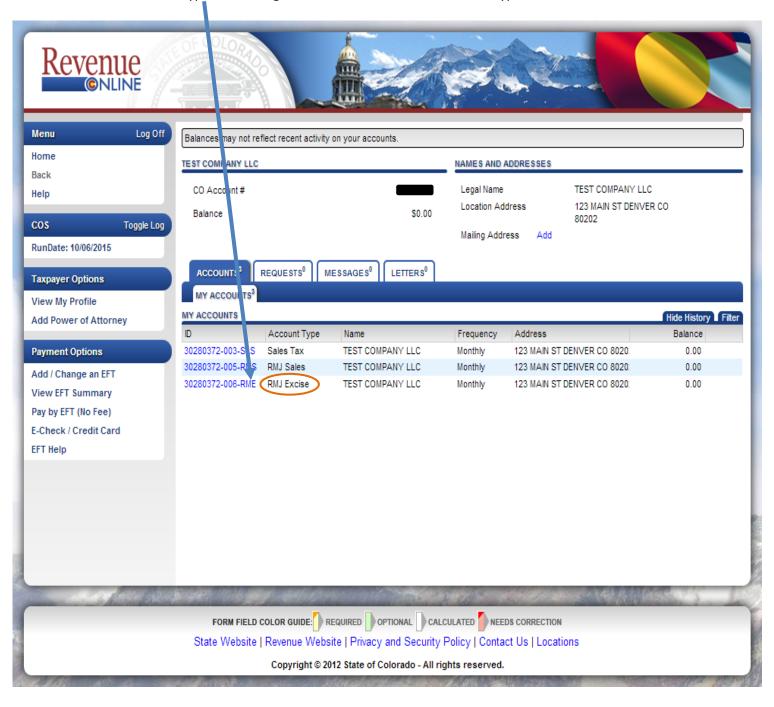
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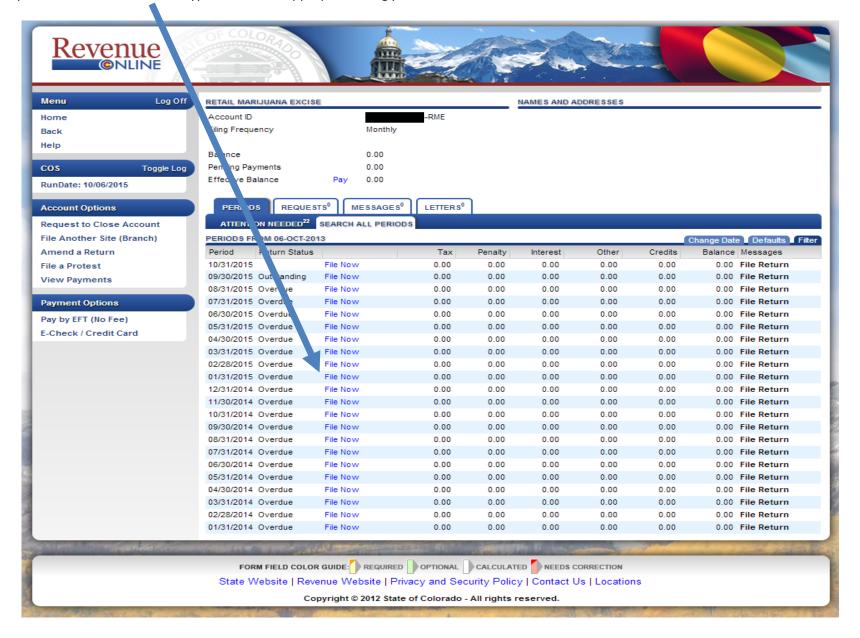
Step 2. Enter Login ID and Password to access Revenue Online.



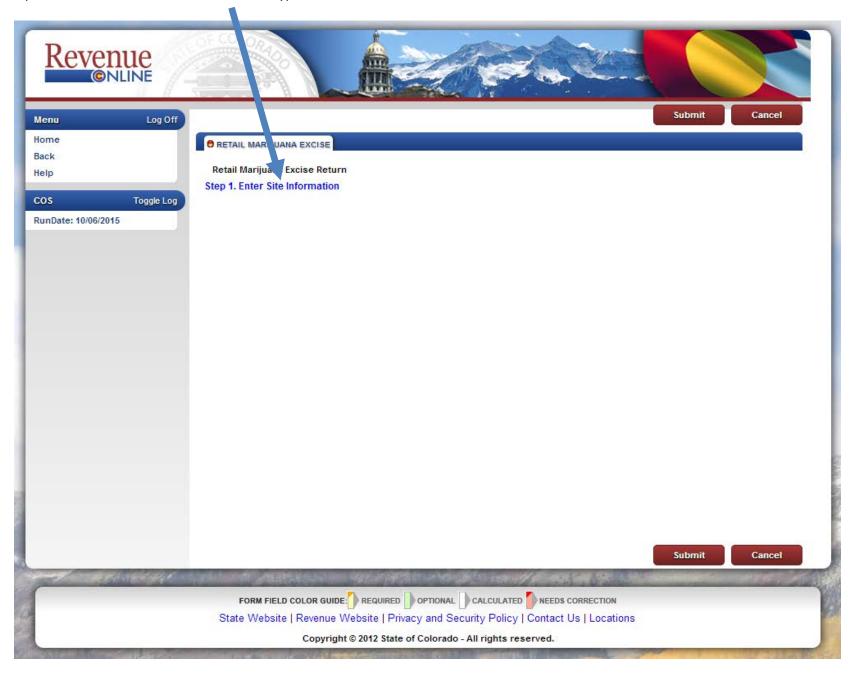
Step. 3. Click on the Account Number hyperlink ending in RME for the RMJ Excise Account Type.



Step 4. Click on the "File Now" hyperlink for the appropriate filing period.



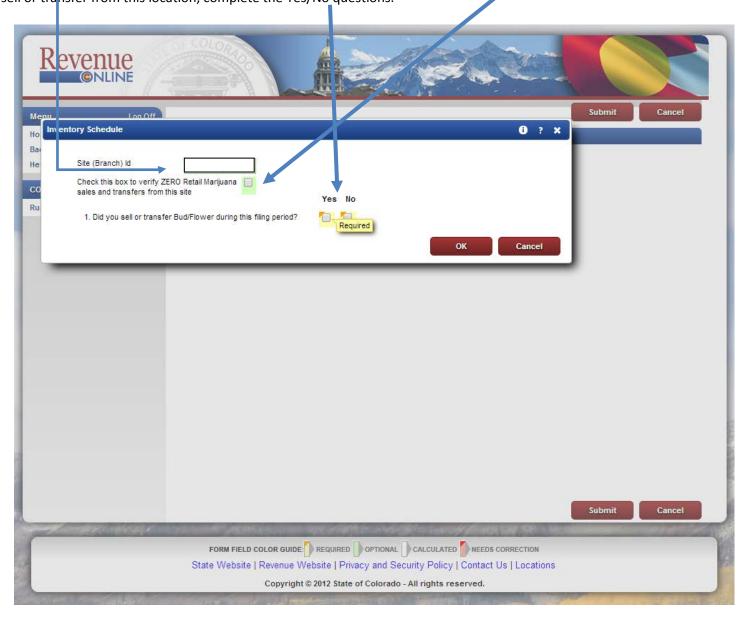
Step 5. Click on the "Enter Site Information" hyperlink.



Step 6. Enter your 12-digit location number in the space provided.

If you did not sell of transfer retail marijuana from this location for the filing period, check the box and skip to step 8.

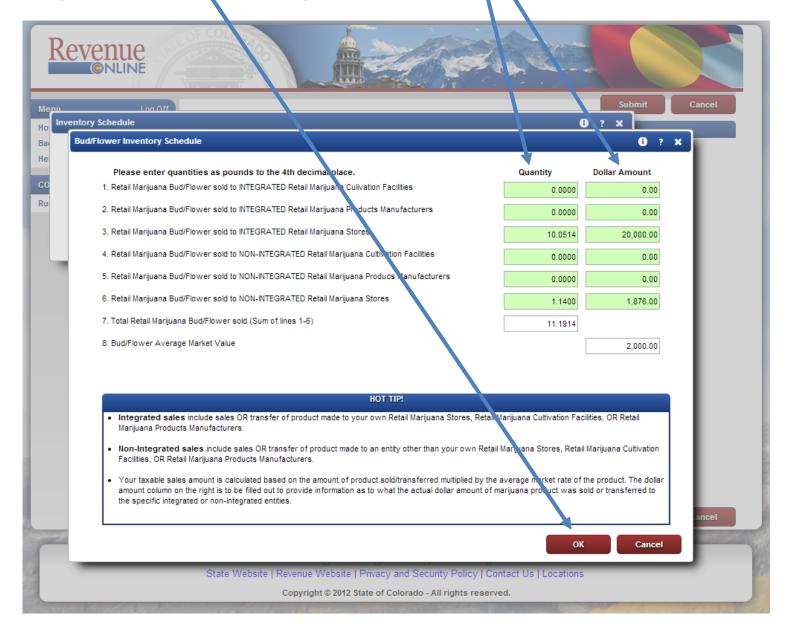
If you did sell or transfer from this location, complete the Yes/No questions.



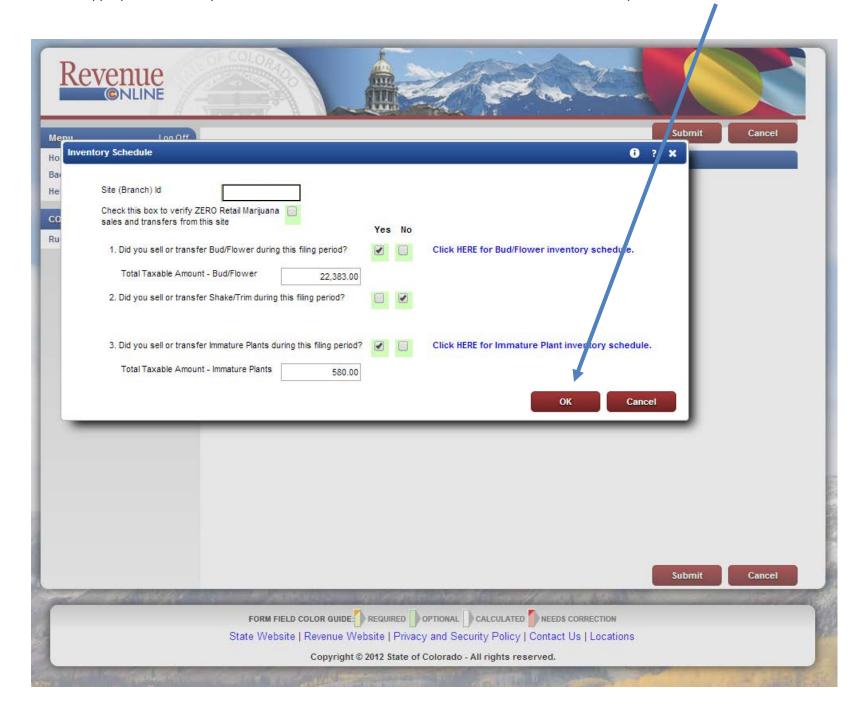
Step 7. If you sold bud/flower during the filing period, you must complete the Inventory Schedule. Enter the total Quantity and Total Dollar amount of sales and transfers from this location.

Click the "OK" button when complete.

Repeat inventory schedule for shake/trin and immature plants.

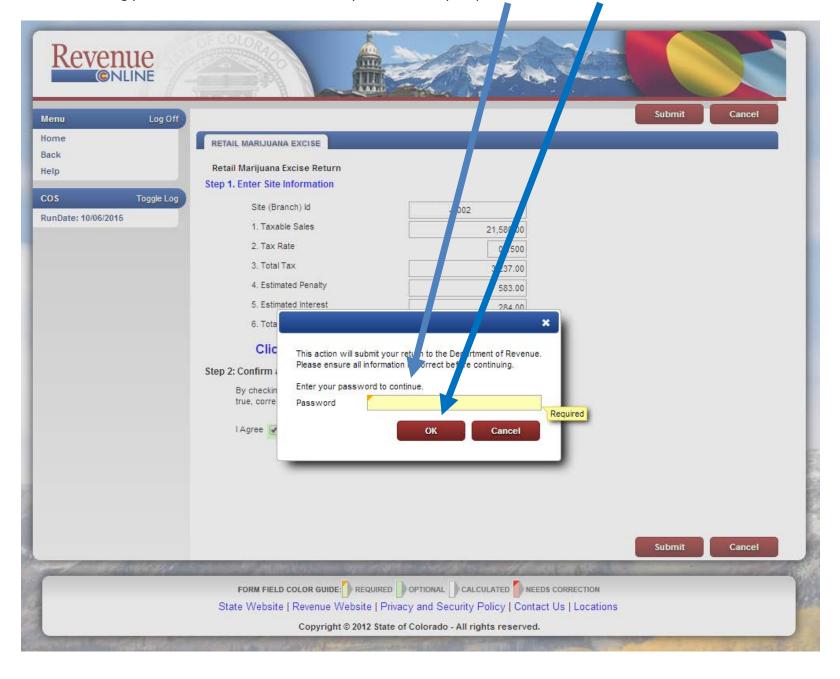


Step 8. When the appropriate inventory schedules for Bud/Flower, Trim/Shake and Immature Plants are complete, click the "OK" button.



Step 9. To view your return, select the "Click here to view your return." hyperlink. To submit your return, select the "I Agree" check box and click on the "Submit" button. Revenue Submit Cancel Log Off Menu Home 6 RETAIL MARIJUANA EXCISE Back Retail Marijuana Excise Return Help Step 1. Enter Site Information cos Toggle Log Site (Branch) Id RunDate: 10/06/2015 1. Taxable Sales 21,580.00 2. Tax Rate 0.1500 3. Total Tax 3,237.00 4. Estimated Penalty 583.00 5. Estimated Interest 284.00 6. Total Due 4,104.00 Click here to view your return. Step 2: Confirm and Submit By checking the box below, I/we declare under penalty of perjury that this return is true, correct, and complete given all known information. I Agree Submit Cancel FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION State Website | Revenue Website | Privacy and Security Policy | Contact Us | Locations Copyright © 2012 State of Colorado - All rights reserved.

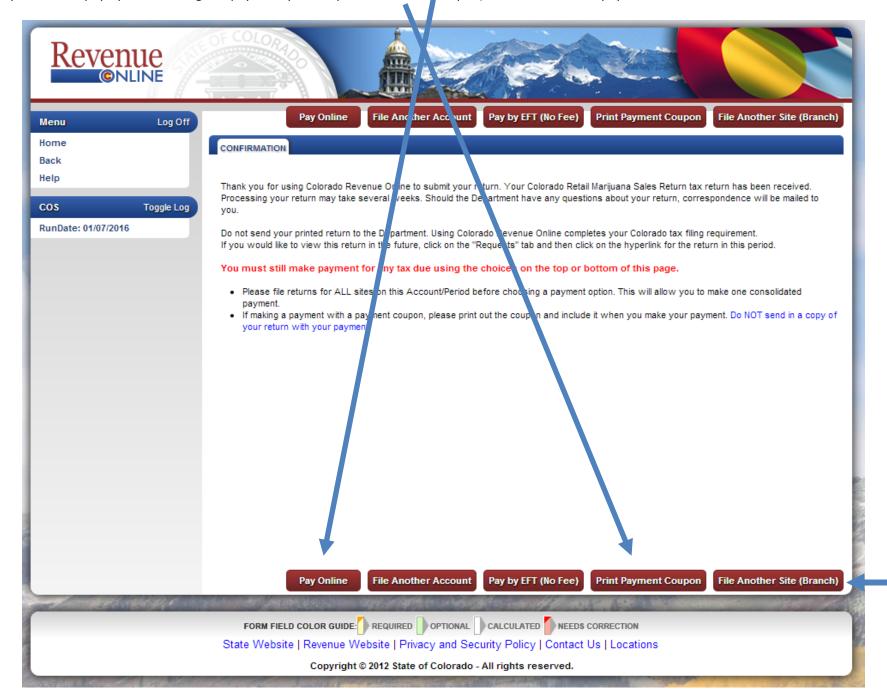
Step 10. Prior to submitting your return, Revenue Online will ask you to re-enter your password. Then click OK.



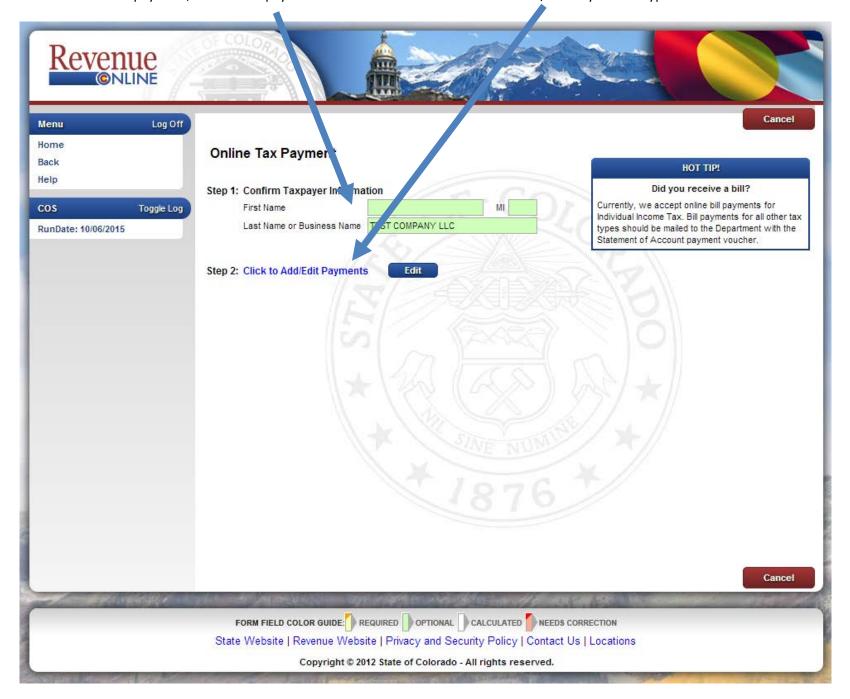
To file a return for another location, select the "File Another Site (Branch)" button and go back to Step 6.

If you have completed filing your return(s), you can make a payment online with a credit card or echeck.

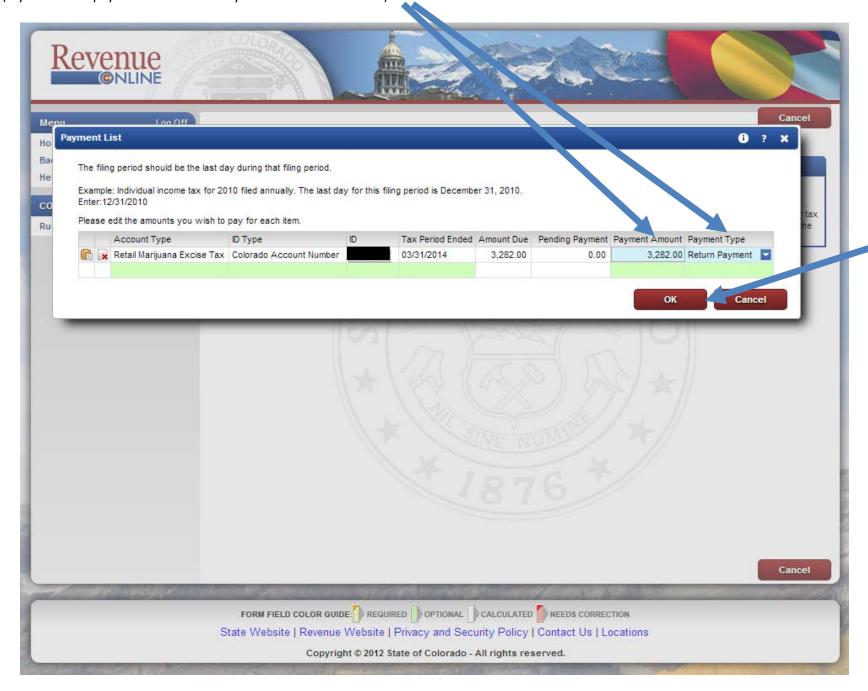
If you want to pay by mail or bring in a payment you can print a voucher coupon) to submit with the payment.



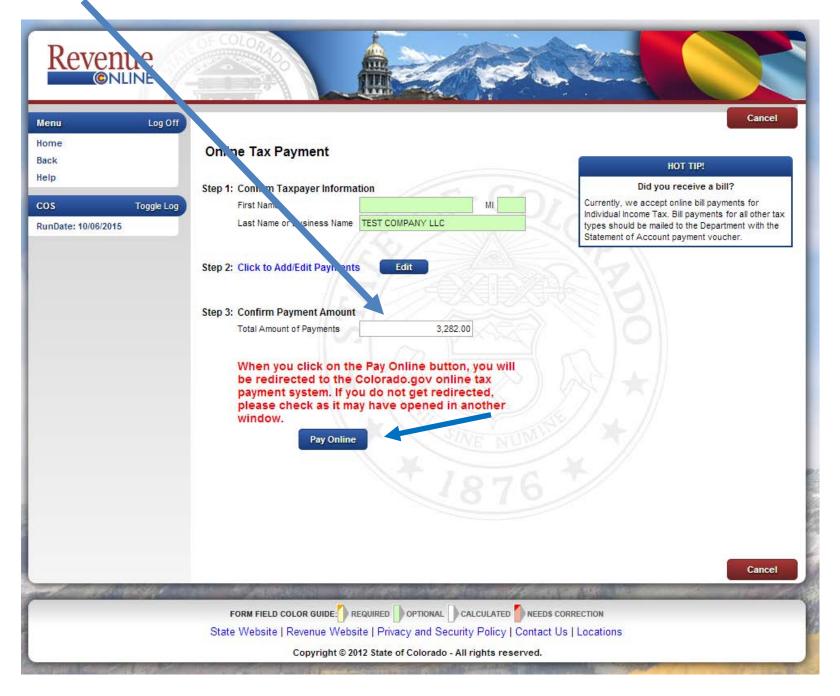
Step 11. To make an online payment, Confirm Taxpayer Information and select the "Click to Add/Edit Payments" hyperlink.



Step 12. Verify the Payment Amount and Payment Type and select the "OK" button. (If you want to pay a different amount you can edit the amount.)

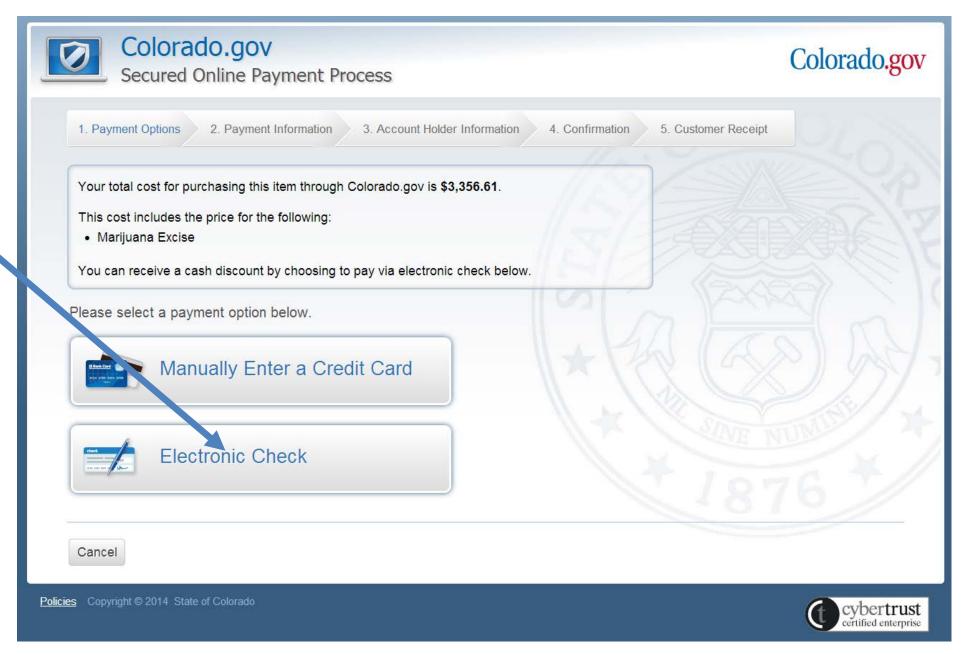


Step 13. Confirm Payment Amount and select the "Pay Online" button to make an online payment.

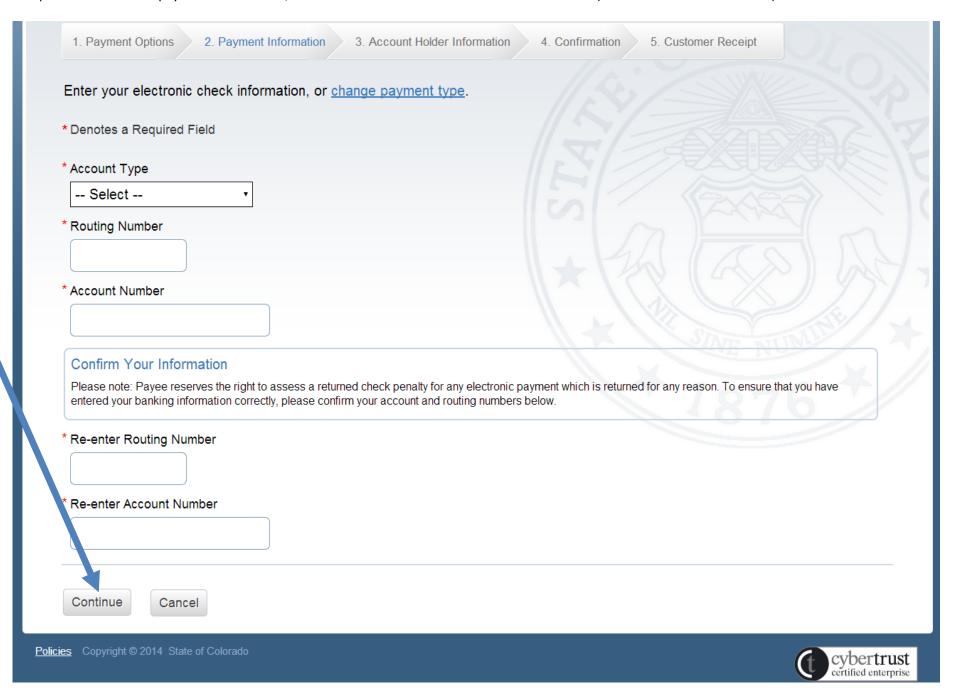


Step 14. To submit online payment, select the payment type and enter payment information. The online payment amount will differ from the amount due on the previous screen because online payments include an additional fee.

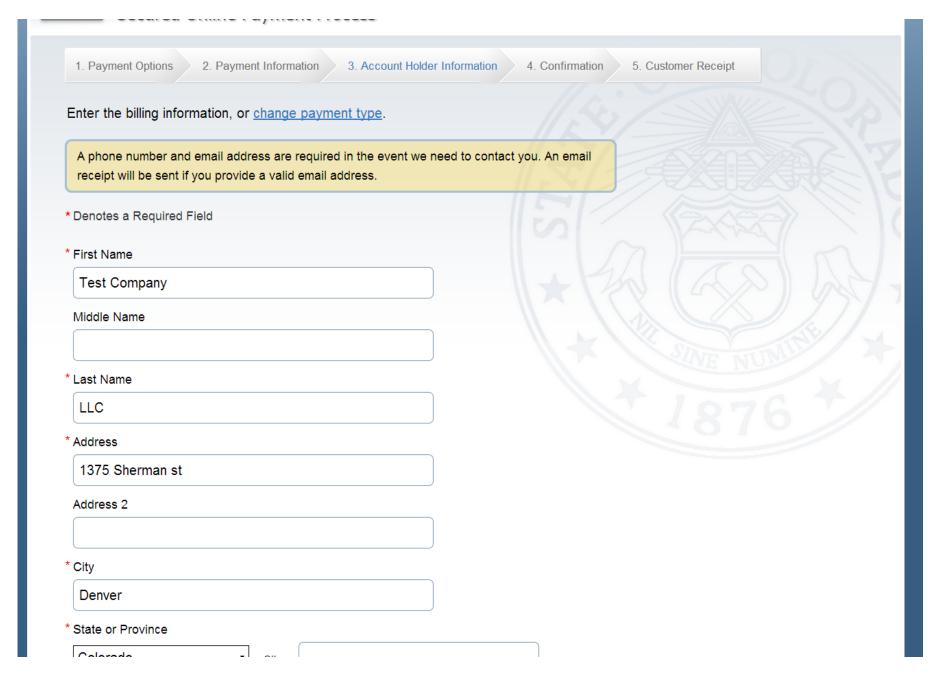
- A \$0.77 fee and a 2.25% charge will be included for online credit card payments.
- A \$1.00 fee will be included for online electronic check payments.



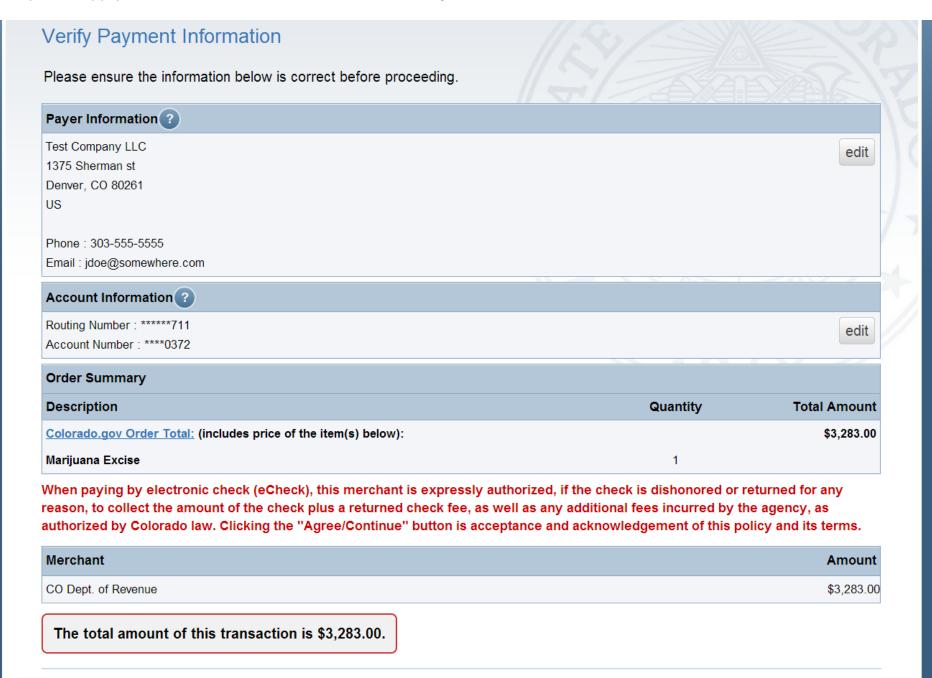
Step 15. Enter account payment information, then scroll down and select the "Continue" button (not shown in this screenshot).



Step 16. Enter billing information, then scroll down and select the "Continue" button (not shown in this screenshot).



Step 17. Verify payment information, then scroll down and select the "Agree/Continue" button (not shown in this screenshot).



Step 18. To complete your transaction, print your receipt.

1. Payment Options 2. Paym nt Information 3. Account Holder Information 5. Customer Receipt 4. Confirmation **Customer Receipt** 15:57:54 THE TRANSACTION IS COMPLETE. PLEASE NOTE THAT YOUR PAYMENT IS SUCCESSFUL WHEN YOUR FINANCIAL INSTITUTION RENDERS PAYMENT FOR THIS TRANSACTION. Please print your receipt for a record of this transaction. The order identification number is 4268442. Please reference this number in any correspondence regarding this transaction. Payer Information ? Test Company LLC 1375 Sherman st Denver, CO 80261 US Phone: 303-555-5555 Email: jdoe@somewhere.com Account Information ? Routing Number: \*\*\*\*\*711 Account Number: \*\*\*\*0372 **Order Summary** Quantity Description Total Amount Colorado.gov Order Total: (includes price of the item(s) below): \$3,283.00 Marijuana Excise 1 Merchant Amount CO Dept. of Revenue \$3,283.00